

**BY ORDER OF THE COMMANDER,
18TH WING (PACAF)**



AIR FORCE INSTRUCTION 31-501

**18TH WING
Supplement 1**

19 MAY 1999

Security Forces

**PERSONNEL SECURITY PROGRAM
MANAGEMENT (PA)**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This publication establishes guidance with AFI 31-501, *Personnel Security Program Management*. This supplement applies to all 18th Wing and associate units at Kadena AB, Japan. This publication does not apply to the Air National Guard or US Air Force Reserve.

This instruction requires collecting and maintaining information protected by the Privacy Act of 1974 authorized by 10 U.S.C. 8013. System of records notice F031 4971G B Special Security Case Files (June 11, 1997, 62 FR 31793).

SUMMARY OF REVISIONS

Summary of changes indicated in paragraphs 2.1.4.1. through 2.1.4.3. are of the DD Form 1879, (Request for Personnel Security Investigation) and Standard Form 86, (Questionnaire for National Security Positions). Clarifies the signature dates on both forms to be within 90 days, this addition to AFI 31-501, para 2.1.4., which does not provide a specific time of expiration on either forms. Summary of changes indicated in paragraphs 2.2.1. through 2.2.1.3. are of the AF Forms 2583 (Request for Personnel Security Action) and SF-86 (Standard Form 86) on (EPSQ Diskette). These forms along with an error-free validation report are all required documentation needed to process a Secret and Top Secret security clearance. This supersedes AFI 31-501, para 2.2. , which does not give an in depth account of all documentation needed to process a clearance. Summary of changes for paragraph 7.1.2. are that documentation used to verify current security clearances of personnel who have just PCS-in or are here TDY to the installation.

AFI 31-501, 2 May 1994, is supplemented as follows:

2.1.4.1. (Added) (18WG). The 18 SFS/SFAI, Personnel Security Program Manager (PSPM), is authorized to authenticate and certify DD Form 1879, **DoD Request for Personnel Security Investigation (PSI)**, and accompanying documentation.

2.1.4.2. (Added) (18WG). Signature on DD Form 1879 may not exceed 90 calendar days.

2.1.4.3. (Added) (18WG). Signature on Standard Form 86, **Questionnaire for National Security Positions (NOT LRA)**, Standard Form 85P, **Questionnaire for Public Trust Positions**, may not exceed 90 calendar days.

2.2.1. (Added) (18WG). Forms required with clearance requests:

2.2.1.1. AF Form 2583, **Request for Personnel Security Action** (typed).

2.2.1.2. Electronic Personnel Security Questionnaire (EPSQ) Diskette.

2.2.1.3. Error-free validation report.

3.7. (Added) (18WG). Positions of Trust for Nonappropriated Funds (NAF) and Army/Air Force Exchange Services (AAFES) Personnel.

3.7.1. (Added) (18WG). The 18 SFS/SFAI will process Position of Trust paperwork generated by the Human Resources Office (HRO) for jobs in child care and cashier duties. The Standard Form 85P will be used for all applicants. Due to the large number of applicants, 18 SFS/SFAI will designate one appointment day during the week to provide the best possible customer service. HRO personnel will schedule appointments for all applicants. HRO personnel authorized will be designated by memorandum and kept on file with the PSPM. Applicants will provide the PSPM with a Standard Form 85P validation report, program disk, and completed AF Form 2583 at least 1 day in advance of their scheduled appointment.

3.7.2. AAFES personnel will be scheduled on a case-by-case basis due to the limited number of applicants. The Human Resource Manager will schedule all appointments. All applicants will provide the PSPM with a completed AF Form 2583 and program disk at least 1 day in advance of their scheduled appointment.

5.1. (Added) (18WG) (4th Bullet). Unit security managers will provide 18 SFS/SFAI a copy of PCS and discharge orders for those personnel with an active PSI on file.

5.1. (Added) (18WG) (5th Bullet). Unit security managers are responsible for ensuring the Automated Security Clearance Approval System (ASCAS) roster is received and reviewed monthly. Pay particular attention to problems in "access" coding, Nondisclosure Agreement accomplishment, periodic reviews, errors, eligibility requirements, and invalid entries.

5.1.5. (Added) (18WG). Appointments are required for the submission of a PSI. It is the responsibility of the unit security manager to ensure all required documents are completed (error free) prior to the appointment with the PSPM. The primary or alternate security managers will schedule/cancel appointments for personnel assigned to their units. Appointments can be scheduled by calling 18 SFS/SFAI at 634-3294.

5.2.5. (Added) (18WG). When processing PSIs, all dates pertaining to the local files check on the AF Form 2583 must be current within 60 days. Personnel requiring a local file check will take their AF Form 2583 to 18th Security Forces Squadron Reports and Analysis Section (18 SFS/SFAR). The phrase "Request Local Files Check" will be typed in the remarks section. All AF Forms 2583 used in conjunction with a security clearance will be processed through 18 SFS/SFAI. Only typed AF Forms 2583 will be accepted.

5.2.6. All signatures on AF Form 2583 may not exceed 90 calendar days.

7.1.2. (Added) (18WG). PCS and TDY orders can be used to verify an individual's security clearance.

7.7.4. (Added) (18WG). Civilian Personnel Office (CPO) officials will initiate tracers on pending National Agency Investigation Checks or tracers to recertify a previous clearance on civilian members. CPO will comply with the tracer procedures of AFI 31-501, *Personnel Security Program Management*, Chapter 7; AFH 31-502, *Personnel Security Program*; and DoD Regulation 5200.2-R, *Department of Defense Personnel Security Program (DoDPSP)*, Chapter VII.

8.1.1. Unit commanders/staff agency chiefs refer to AFH 31-502 when establishing a Security Information File (SIF).

8.5.1. (Added) (18WG). 18 SFS/SFAI, 18 WG/JA, 18 MSS/DPM, 18 MDOS/SGOH will notify 18 SFS/SFAI when derogatory or unfavorable information becomes available IAW AFI 31-501, Chapter 8. When derogatory or unfavorable information becomes available the Chief Security Forces will provide a written notice to the affected unit commander or staff agency chief of their responsibilities IAW AFI 31-501, paragraphs 8.1. and 8.1.2. of AFI 31-501, and AFH 31-502, establishing SIFs.

8.5.2. (Added) (18WG). Ensure commanders or staff agency chiefs are notified when an assigned member or projected gain is annotated in the ASCAS roster as "Pending Adjudication."

8.5.3. (Added) (18WG). Personnel will not have access to classified information while the ASCAS roster reflects "Pending Adjudication."

8.6.1. (Added) (18WG). 18 SFS/SFAI has been designated as the base and SIF custodians.

8.6.2. (Added) (18WG). All SIF folders or any other paperwork involved with an SIF will be hand carried to and from the 18 SFS/SFAI by either the unit security manager, first sergeant, or the unit commander.

8.6.3. (Added) (18WG). Unit commanders will designate in writing personnel authorized to review SIF folders maintained at 18 SFS/SFAI.

8.8. (Added) (18WG) (15th Bullet). Unit security managers will provide 18 SFS/SFAI a copy of PCS or discharge orders on personnel with an active SIF. When an SIF is established, the unit security manager will provide 18 SFS/SFAI with a copy of the AF Form 2587, **Security Termination Statement**, and AF Form 2586, **Unescorted Entry Authorization Certificate**, stamped as being "Withdrawn for Cause," along with a memorandum indicating access to classified information and unescorted entry into restricted areas has been withdrawn. The memorandum will accompany the memorandum from the unit commander/staff agency chief notifying the Chief, Security Forces, of the establishment of the file. The commander, first sergeant, or unit security manager will update the SIF custodian every 60 days. Updates will be done in writing and included into the SIF.

8.9.3. (Added) (18WG). A final security clearance recommendation must be forwarded to 18 SFS/SFAI regardless of whether or not an individual is to be discharged or retained in the Air Force. If a person is pending adjudication, a copy of the discharge orders will be forwarded along with the commander's recommendation for permanent revocation or reinstatement.

8.9.4. (Added) (18WG). The 18th Mission Support Squadron Separations Element (18 MSS/DPMAS) will forward a weekly copy of the Early Discharge Listing Log to the 18 SFS/SFAI. Outbound Assignments, 18 MSS/DPMAR, will forward a monthly PCS listing to 18 SFS/SFAI.

8.9.5. (Added) (18WG). The 18th Wing Legal Office (18 WG/JA) will forward a monthly copy of the Summary of Disciplinary Actions, which includes Articles 15 and courts-martial results to 18 SFS/SFAI.

8.9.6. (Added) (18WG). Following any evaluations clinically indicated by the basic instruction, the

18th Medical Operations Squadron (18 MDOS/SGOH) will forward medical recommendations pertaining to established SIFs to 18 SFS/SFAI.

8.9.7. The 18th Mission Support Squadron Special Actions Element (18 MSS/DPMPE) will forward a monthly list of all personnel evaluated by name, rank, squadron, and type of incident to 18 SFS/SFAI.

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Commander, 18th Wing